

EXHIBIT A

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Taught by  Trisha Rich  Colleen H. Burke  Kathleen Clark

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TIME 62 MINUTES **DIFFICULTY** INTERMEDIATE

CATEGORIES ETHICS LITIGATION

Risk management issues, including avoiding bar discipline inquiries, are a particularly tricky area for solo practitioners and small firms, who often lack sophisticated internal risk controls. Please join professional responsibility lawyers Colleen Burke (from Collins Einhorn Farrell PC), Kathleen Clark (of Washington University Law in St. Louis), Trisha Rich (from Holland & Knight) and Shannon Nordstrom (from Nordstrom Law Office, PLLC) for a lively panel where they will discuss common ethical pitfalls, including managing data security and metadata, social media responsibility, partnership agreements, identifying and managing conflicts, and properly handling client accounts.

- I. Assess the ethical implications of data security
- II. Understand appropriate social media use for attorneys
- III. Discuss best practices for attorney Partnership Agreements
- IV. Identify and mitigate conflicts of interest
- V. Examine good billing procedures for small firms and solos

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